

Job title: Therapeutic Counsellor

JOB PROFILE

Fife Women's Aid is a charity created on 1 October 2010 by merger of East Fife Women's Aid, Dunfermline Women's Aid and Kirkcaldy Women's Aid.

Vision: "Our vision is of an equitable society in which women, children and young people are valued participants, able to determine their own future and are free from all forms of abuse." **Mission Statement:** "Underpinned by a feminist analysis of domestic abuse, we will work in partnership with others to provide accessible support services for women, children and young people in Fife who have experienced domestic abuse."

JOB DESCRIPTION

Job purpose

The purpose of this post is to provide an in-house, therapeutic counselling service for Fife Women's Aid which provides counselling services to women who have experienced domestic abuse. This post contributes as a team member to meeting the aims and objectives of Fife Women's Aid.

Reporting to

Independent Services Team Leader

Key activities

Working with minimum supervision, perform the key activities listed below to an enhanced level. Provide supervisory duties with volunteers, and coaching and mentoring services to colleagues.

1. Provide a range of direct counselling services for women who have experienced domestic abuse. This includes the following activities: undertake referral and initial assessment appointments; allocate clients to volunteers; carry out 1-1 counselling sessions with women; provide mediation services as appropriate. Responsible for handling and storage of confidential client information including, referral information, case notes and outcome recording data. Provide information on the counselling service and other support options available from Fife Women's Aid by telephone, online and in person.
2. Assist with the planning, development, monitoring and review of Fife Women's Aid Counselling Service. This will include the collection of statistics, undertaking monitoring, evaluation and review activities, report writing and developing service practices in line with British Association of Counselling and Psychotherapy guidelines. Maintain COSCA registration of FWA Counselling Service. Report on activities of the Counselling Service in accordance with service plans, project targets, Service Level Agreements or other funding or regulatory body requirements.
3. Take part in the recruitment, support, supervision and development of counselling volunteers and counselling placements. Provide internal support and supervision as required to volunteers.

4. Arrange and engage in own external supervision sessions at levels in accordance with the standards set out in British Association of Counselling and Psychotherapy guidelines.
5. Develop, co-ordinate and facilitate group work counselling sessions and focus group sessions for women. Develop partnership working to ensure best practise. Liaise, support and assist all Fife Women's Aid workers to ensure the smooth running of the service.
6. Promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse. Support the promotion of FWA's public and media profile, attending appropriate meetings and events on behalf of FWA as required. Deliver presentations where required to raise awareness of the service. Take part in preventative, educational and multi-agency work. Work collaboratively with Scottish Women's Aid and take part in local/ national multi-agency training and partnership work.
7. Work within the policies, standards and procedures required by the law, BACP/COSCA, FWA or funders. Maintain up to date information, legislative, good practice and local / national developments which affect counselling services.
8. Keep up to date with changes in legislation and working practices and ensure these are met at all times. Take part in development, monitoring and evaluation of the service as required. Perform administrative tasks in a timely way to ensure the smooth running of the service. Provide quantitative and qualitative information on support and related issues regularly. Produce written reports, as required.
9. Contribute to maintaining and developing a positive, supportive and integrated service for all service users of Fife Women's Aid and maintaining good public relations out with the organisation. Work collaboratively with Scottish Women's Aid and take part in local/ national preventative, educational and multi agency work. Support the management team and colleagues in achieving team and FWA objectives, regularly attending team/ other relevant meetings. Work collaboratively, assist colleagues as appropriate and provide relevant in house training and support to colleagues.
10. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work. Comply with relevant health & safety legislation and good practice as set out in Fife Women's Aid H&S policies and guidance.
11. Perform other duties as reasonably required by the manager and show commitment to ongoing personal development.

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and do not form part of terms and conditions of employment